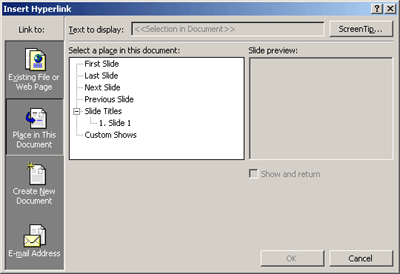
**How to create a hyperlink?**

To create a hyperlink:

1. Select the text or graphic object you want to attach the hyperlink to, by highlighting it with the mouse.
2. Click the **Insert Hyperlink** button on the Standard toolbar.
3. In the **Link To** column on the left hand side, specify where you would like the hyperlink to take you:



* Click on ***Place in This Document*** to go to another slide within your presentation.

**OR**

* Click on ***Existing File or Web Page*** to view a web page. In the ***Type the file or web page*** name field, enter the URL of the web page ( www.wikispaces.com)

**OR**

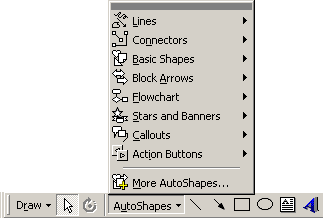
**-** Click on ***Existing File or Web Page*** to open an existing document on the computer. **Click the Browse** for File button and select the file you want to open.

5) Click **OK**.

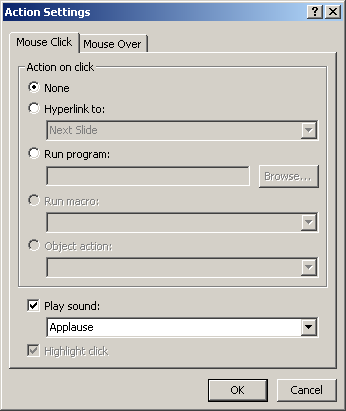
**How do I create an action button?**

To add an action button to a slide:

1. Choose the slide you want to place your button on. (If you want the same action buttons to appear on every slide, put them on the slide master.)
2. Click on the **Autoshapes** menu on the **Drawing** toolbar.



1. Point to the Action Buttons category. A flyout menu listing action buttons will appear; click on the button with the icon you want.
2. The button is now ready and can be placed on your slide. Just merely click on the slide, where you would like the button to go.
3. The button will appear. The action dialog box will also open up on your screen:



1. Use the dialog box to program what you would like to have happen, if you click on the action button, and what you would like to have happen if you just put your mouse on the action button without clicking. Also, the action button can be used to link to another slide, run a program, highlight the button, or play a sound, just to mention a few options.
2. Click **OK**